
South East Health Unit

formerly



FINANCE COMMITTEE MEETING AGENDA PACKAGE

WEDNESDAY, FEBRUARY 19, 2025

at 1:00 p.m.

Kingston Site - 221 Portsmouth Avenue

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 237 830 336 428

Passcode: Vq9WS9zw

For organizers: [Meeting options](#)

**To ensure a quorum we ask that you please RSVP to
kathleen.thompson@kflaph.ca or 613-549-1232 Ext. 1147.**

Hastings Prince Edward Public Health
179 North Park St.
Belleville, Ontario K8P 4P1
613-966-5500 | 1-800-267-2803
Fax: 613-966-9418

Kingston, Frontenac and Lennox
& Addington Public Health
221 Portsmouth Ave.
Kingston, Ontario K7M 1V5
613-549-1232 | 1-800-267-7875
Fax: 613-549-7896

Leeds, Grenville & Lanark
District Health Unit
458 Laurier Blvd.
Brockville, Ontario K6V 7A3
613-345-5685 | 1-800-660-5853
Fax: 613-345-2879

South East Health Unit

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FINANCE COMMITTEE AGENDA

Wednesday, February 19, 2025

1:00 p.m. (Boardroom)

1. **CALL TO ORDER**
2. **LAND ACKNOWLEDGEMENT**
3. **ROLL CALL**
4. **ELECTION OF CHAIR**
5. **APPROVAL OF THE AGENDA**
6. **DISCLOSURE OF PECUNIARY INTEREST AND / OR CONFLICT OF INTEREST**
7. **NEW BUSINESS**
 - 7.1 Meeting Schedule
 - 7.2 2025 SEHU Budget
8. **ADJOURNMENT**

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2025

Board of Health Meeting Schedule

Board meetings will be held on the **fourth Wednesday of each month** to commence at 10:30 am at the location shown below or as otherwise announced. All meetings, including committee meetings, will have the option of in-person or virtual attendance.

It is requested that you RSVP your attendance as well as non-attendance of each meeting to Catherine Lovell, Executive Assistant at clovell@hpeph.ca or call 613-966-5500 ext 231 or cell 613-921-2078.

Date of Meeting - Kingston

January 22
April 23
September 24
December 17

Date of Meeting - Brockville

February 26
June 25
August 27
October 22

Date of Meeting - Belleville

March 26
May 28
July 23
November 26

Proposed Finance Committee Meetings

It is requested that you RSVP your attendance as well as non-attendance of each meeting to Kathleen Thompson, Executive Assistant at kathleen.thompson@kflaph.ca or call 613-549-1232 Ext. 1147.

Finance Committee meetings will be held on the **third Wednesday of each month** as noted below to commence at **1:00 pm** at the Kingston site, unless otherwise announced.

Date of Meeting

February 19
April 16

Date of Meeting

June 18
September 17

Date of Meeting

October 15
November 19

Proposed Governance Committee Meetings

It is requested that you RSVP your attendance as well as non-attendance of each meeting to Heather Bruce, Executive Assistant at heather.bruce@healthunit.org or call 613-345-5685 Ext. 2248.

Governance Committee meetings will be held on the **second Tuesday of the month** to commence at **1:00 pm** at the location shown below or as otherwise announced.

Date of Meeting - Kingston

April 8
July 8
October 7

Date of Meeting - Brockville

February 18
May 13
August 12
November 18

Date of Meeting - Belleville

March 18
June 10
September 9
December 9

SOUTH EAST HEALTH UNIT

2025 BUDGET

For Finance Committee Consideration - February 19, 2025

	2025 HPEPH				2025 KFLAPH				2025 LGLDHU				2025 SEHU	% of Total
REVENUES	MCCSS	OSDCP	Mandatory	Other	MCCSS	OSDCP	Mandatory	Other	MCCSS	OSDCP	Mandatory	Other	Consolidated	Budget
1 <i>Ministry of Health</i>														
Mandatory Programs - Cost shared			10,721,100				12,831,100				9,211,900		32,764,100	54%
100% Programs - Ontario Seniors Dental Care Program		1,448,000				1,021,700				983,900			3,453,600	6%
Annual Grants and One-Time Grants				135,000				226,200				120,000	481,200	1%
2 Municipal Levy			4,010,598				6,774,000				3,751,000		14,535,598	24%
3 <i>Ministry of Children, Community & Social Services</i>													-	0%
Healthy Babies Healthy Children	1,239,578				1,288,483				1,132,974				3,661,035	6%
Preschool Speech and Language									1,542,645				1,542,645	3%
4 <i>Health Canada</i>													-	0%
Children's Oral Health Initiative				39,000									39,000	0%
Substance Use and Addictions Program												1,280,216	1,280,216	2%
5 Public Health Agency of Canada								89,988					89,988	0%
6 Public Health Ontario Shared Library Services Program								138,186					138,186	0%
7 McMaster University Parent-Child Relationship Program								96,342					96,342	0%
8 Expenditure Recoveries		15,000	225,700				200,000			4,800	260,000		705,500	1%
9 Transfer from Merger Funds for Salary Stabilization											1,490,000		1,490,000	2%
TOTAL REVENUES	1,239,578	1,463,000	14,957,398	174,000	1,288,483	1,021,700	19,805,100	550,716	2,675,619	988,700	14,712,900	1,400,216	60,277,410	100%
EXPENSES														
1 Salaries & Wages	854,248	501,630	9,701,628	133,192	930,000	179,648	12,818,578	462,389	1,560,304	31,615	9,956,315	153,000	37,282,547	62%
2 Employee Benefits	263,730	160,470	2,805,875	37,708	259,816	50,302	3,656,122	64,144	425,895	8,852	2,795,150	46,533	10,574,597	18%
3 Staff Training		2,000	127,200		3,500	3,000	213,250	250	11,600		64,780	8,000	433,580	1%
4 Travel Expenses	30,000	33,500	118,000	500	44,000	1,250	172,000	2,750	44,150	600	224,650	3,750	675,150	1%
5 Building Occupancy	34,900	47,400	870,745		19,327	30,000	300,673		44,107	24,000	424,500	84,700	1,880,352	3%
6 Office Expenses, Printing, Postage	6,000		55,500	500		30,000	161,317	683	8,164		51,375		313,539	1%
7 Program Materials, Supplies		72,000	313,000		23,840	22,500	998,160	20,500	26,962	9,628	179,330	32,500	1,698,420	3%
8 Professional & Purchased Services	2,000	574,000	352,650	2,100		705,000	545,000		524,657	914,005	293,450	1,056,933	4,969,795	8%
9 Communication Costs	9,100	8,800	105,100		8,000		40,000		9,600		20,000	14,800	215,400	0%
10 Information Technology	39,600	63,200	507,700				700,000		20,180		703,350		2,034,030	3%
11 Capital Expenditures							200,000						200,000	0%
TOTAL EXPENSES	1,239,578	1,463,000	14,957,398	174,000	1,288,483	1,021,700	19,805,100	550,716	2,675,619	988,700	14,712,900	1,400,216	60,277,410	100%
SURPLUS/(DEFICIT)	-	-	-	-	-	-	-	-	-	-	-	-	-	-

SOUTH EAST HEALTH UNIT
2025 BUDGET - Explanatory Notes - REVENUES
For Finance Committee Consideration - February 19, 2025

	Budget 2025
1. MINISTRY OF HEALTH	
a) Mandatory Programs - Cost shared, HPE	\$ 10,721,100
b) Mandatory Programs - Cost shared, KFLA	12,831,100
c) Mandatory Programs - Cost shared, LGL	9,211,900
<i>The Ministry of Health (MoH) issues an accountability agreement each year outlining the terms of transfer payments to public health. For 2025, the MoH has committed to 1% growth funding. The following program areas are covered by cost shared funding:</i>	
Foundational Standards	
Population Health Assessment	
Health Equity	
Effective Public Health Practice	
Emergency Management	
Program Standards	
Chronic Disease Prevention and Well-Being	
Food Safety	
Healthy Environments	
Healthy Growth and Development	
Immunization	
Infectious and Communicable Diseases Prevention and Control	
Safe Water	
School Health	
Substance Use and Injury Prevention	
d) 100% Programs - Ontario Seniors Dental Care Program, HPE	1,448,000
e) 100% Programs - Ontario Seniors Dental Care Program, KFLA	1,021,700
f) 100% Programs - Ontario Seniors Dental Care Program, LGL	983,900
Total Ministry of Health Accountability Agreement	\$ 36,217,700
c) Annual Grants and One-Time Grants	
<i>The Compensation Grant is approved on an annual basis to offset the total compensation of the Medical Officer of Health. Funding will be requested for four PHI Practicum students to complete their studies; two at legacy HPE, one each at legacy LGL and legacy KFLA, over the summer of 2025. These are expected to be the only opportunities for one time funding in 2025.</i>	
MOH Compensation Grant	421,200
Public Health Inspector Practicum Students	60,000
Total Annual and one-time funding Ministry of Health Grants	\$ 481,200

2. MUNICIPAL LEVY

<i>City of Kingston</i>	4,467,000
<i>United Counties of Leeds & Grenville</i>	1,512,000
<i>Lanark County</i>	1,387,000
<i>City of Belleville</i>	1,307,567
<i>City of Quinte West</i>	1,105,488
<i>County of Lennox & Addington</i>	1,443,000
<i>Hastings County</i>	987,246
<i>Frontenac County</i>	864,000
<i>Prince Edward County</i>	610,297
<i>City of Brockville</i>	462,000
<i>Town of Smiths Falls</i>	193,000
<i>Town of Gananoque</i>	112,000
<i>Town of Prescott</i>	85,000
Total Municipal Levy	\$ 14,535,598

3. MINISTRY OF CHILDREN, COMMUNITY & SOCIAL SERVICES

a) Healthy Babies Healthy Children HPE	1,239,578
b) Healthy Babies Healthy Children KFLA	1,288,483
c) Healthy Babies Healthy Children LGL	1,132,974
d) Preschool Speech & Language Program LGL	1,542,645

MCCSS funds the Healthy Babies Healthy Children (HBHC) program and the Preschool Speech and Language program; an increase was realized in 2024 and no increase is anticipated for 2025. These programs are based on a March 31 fiscal year end.

4. HEALTH CANADA

Health Canada funds the Children's Oral Health Initiative (COHI) at legacy HPE; no increase is anticipated for this contract. This program has a March 31 fiscal year end.

39,000

Legacy LGL is supporting Leeds Grenville Paramedic Service – Community Paramedic Program, as part of the United Counties of Leeds and Grenville is supporting the delivery of the Peer-Led Integrated Care Hub Outreach Service Program through Health Canada's Substance Use and Addictions Program (SUAP) Funding. They will act as a single point of access to the Peer-Led Integrated Care Hub Outreach Service Program for all clients in Brockville and area. This is the funding for November 2024 to March 2026.

1,280,216

5. PUBLIC HEALTH AGENCY OF CANADA

The Public Health Agency of Canada fund the Canada Prenatal Nutrition Program (CPNP) at legacy KFLA; no increase is anticipated for this contract. This program has a March 31 fiscal year end.

89,988

6. PUBLIC HEALTH ONTARIO SHARED LIBRARY SERVICES PROGRAM

The Shared Library Services Partnership (SLSP) provides Ontario public health units without an in-house library with access to up-to-date information and scientific resources. The SLSP is designed to support and strengthen relationships and promote knowledge exchange among public health units.

138,186

7. MCMASTER UNIVERSITY PARENT-CHILD RELATIONSHIP PROGRAM

The McMaster Parent-Child Relationship Program (PCRP) provides operational oversight to support the uptake and utilization of resources by HBHC and Nurse-Family Partnership programs across Ontario's 29 public health units.

96,342

8. EXPENDITURE RECOVERIES

Expenditure recoveries include vaccine recoveries, seniors dental recoveries, contraceptives, food safety training and interest earnings on transfer payments.

705,500

9. TRANSFER FROM MERGER FUNDS FOR SALARY STABILIZATION

Planned stabilization coverage for legacy LGL deficits.

1,490,000

TOTAL BUDGETED REVENUES

\$ 60,277,410

SOUTH EAST HEALTH UNIT
2025 BUDGET - Explanatory Notes - EXPENSES
For Finance Committee Consideration February 19, 2025

This budget portrays the first year as a merged entity representing legacy health units; Hastings Prince Edward, Kingston, Frontenac, and Lennox & Addington and United Counties of Leeds and Grenville and the County of Lanark. Throughout 2025, we will be working towards functioning as one entity while determining a base budget for future years.

1. SALARIES & WAGES

This budget represents legacy staffing levels to maintain the high level of service our communities expect.

2. EMPLOYEE BENEFITS

Employee benefits are expected to increase at a significant rate due to utilization. In addition, increases to the Enhanced CPP program. Overall, benefits amount to 28 per cent of salaries. This category includes statutory benefits (CPP, EI, EHT and WSIB), OMERS pension plan contributions, group health, dental and life insurance and a per cent in lieu for part-time and contract staff.

3. STAFF TRAINING

It is anticipated that our compliance and discretionary training will continue to be available for all staff throughout the year.

4. TRAVEL EXPENSES

Travel expenses account for staff travel throughout the vast geographical boundaries of South East Health Unit, to deliver services including the inspection of food and water premises, immunization and dental clinics in the communities and healthy babies home visits.

5. BUILDING OCCUPANCY

Building occupancy expenses include the building loans, branch office leases, maintenance costs, cleaning services and supplies for all locations of the organization. Inflationary increases are forecast to all ongoing maintenance costs. Regular upkeep items have been factored for all locations.

6. OFFICE EXPENSES, PRINTING, POSTAGE

Office expenses have been combined from three legacy organizations to maintain past levels.

7. PROGRAM MATERIALS, SUPPLIES

Program materials and supplies budget are based on individual program plans and expectations for 2025.

8. PROFESSIONAL & PURCHASED SERVICES

The majority of budget for professional and purchased services reflects dental, denturist and lab fees in the Ontario Seniors Dental Care program. Additionally, the Substance Use and Addictions Program at legacy LGL covers support navigators, nurse practitioners and paramedicine staff.

9. COMMUNICATION COSTS

This reflects current expenses for telephone, cell phone, internet and fax lines.

10. INFORMATION TECHNOLOGY

This is to cover existing contracts and service agreements while merger efforts develop to combine all IT infrastructure into one entity. These increased expenses will be covered by separate merger funding.

11. CAPITAL EXPENDITURES

Contingency funds for unexpected capital repairs.